

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Social Work Supervisor II (163-1)  
**LOCATION:** Craven County Health Department  
**HIRING RANGE:** \$42,920 - \$44,980  
**JOB TYPE:** Full-Time/Permanent/Exempt  
**POSTING DATE:** September 10, 2014  
**DATE AVAILABLE:** November 3, 2014  
**CLOSING DATE:** Open Until Filled

### **PRIMARY PURPOSE OF POSITION**

The primary purpose of this position is to coordinate and supervise social work services at the Craven County Health Department, Personal Health section.

### **ESSENTIAL JOB FUNCTIONS**

Coordinates and supervises a team of five social workers in Maternal and Child Health, including the programs of Pregnancy Care Management, Care Coordination for Children, Health and Behavioral Intervention and LCSW in high risk maternity clinic. This position provides and ensures coordination of services between Community Care of North Carolina (CCNC), Department of Public Health Child and Youth and Women's Health (DPH), and care management programs through the Health Department. CMIS Lead for Health Department. Position also oversees provision of services by PORT Human Services LCSW outstation at the Health Department.

### **MINIMUM EDUCATION AND EXPERIENCE**

Master's Degree in social work from an appropriately accredited institution and one year of directly related experience; or a Bachelor's Degree in social work from an appropriately accredited institution and two years of directly related experience; or a Master's Degree in a human services field from an appropriately accredited institution and two years of directly related experience; or a Bachelor's Degree in a human service field from an appropriately accredited institution and three years of directly related experience; or a Bachelor's Degree from an appropriately accredited institution and four years of directly related experience; or an equivalent combination of education and experience.

### **ADDITIONAL JOB FUNCTIONS**

- Monthly Audit Participation
- Committee Assignments
- Review in-house productivity reports
- Counsels staff and implements disciplinary measures as needed
- Responsible for review of employee performance appraisals
- Assures compliance with State Contract Addenda

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

